



How Do I Complete a Blended Learning Series Course?

It's a New Day in Public Health

Blended Learning Series (BLS) courses in TRAIN Florida are courses designed to include multiple sections, and in some cases multiple assessments (one for each section). Each section of a blended learning series course can be a different type of course design such as .pdf documents and forms, flash presentations, WebEx or videoconferences, and live classroom trainings or presentations.

The process for locating and registering for the majority of courses in TRAIN Florida, including BLS courses and single presentation Web-based Trainings is the same.

This document is designed to help you with the basics for completing a **blended learning series (BLS) course**.

NOTE: For details on locating and registering for a course, and/or completing single presentation Web-based Training – Self Study courses please refer to the guide [How Do I Manage a TRAIN Florida Course?](#)

Step 1: Go to [TRAIN Florida](#) and **log in**

Step 2: Locate your learner **Dashboard** - Click on the **My Learning** tile to open the menu. The menu will show a list of up to six courses you have recently accessed, including your In Progress BLS course.

To begin the completion process - click the **Current Courses** button.

The screenshot shows the 'Learner's Dashboard' with a red header bar containing '+ My Action Items' and a 'Click to Expand' button. Below this is a green bar with a minus icon and 'My Learning', with a green arrow pointing to it. A table lists three courses:

Course Name	Status	Format
FDOH Sexual Harassment Awareness	In Progress	Blended Learning Series
FDOH The Weight of the Nation Part 1: Consequences	In Progress	Web-based Training - Self-study
IS-700.a: Introduction to the National Incident Management System (NIMS)	Completed	Web-based Training - Self-study

At the bottom are three buttons: 'TRAIN Transcript', 'Current Courses' (highlighted with a red box and a red arrow), and 'Archived Courses' (crossed out with a red line).

Step 3: You will be directed to the **My Learning** page.

This page lists your current, incomplete courses, and gives you access to the courses, as well as the assessments and/or evaluations attached.

To continue the completion process - Click the **Manage** button next to your course.





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My Learning

[Back](#)

Tip: Click on course title to access to course details.
Tip: Click on registration status to launch the course or to launch its Assessment/Evaluation
Tip: If you want to set a course as completed, archived, withdraw from a course or change credit type please click on
Tip: If you want to add scheduled session to your personal calendar please click on

Type	Title	Status	Manage
Online	Counseling Skills	In Progress	<input type="button" value="M"/>
Compilation	FDOH Sexual Harassment Awareness	In Progress	<input type="button" value="M"/>
Online	FDOH Basic Records Management	In Progress	<input type="button" value="M"/>

Step 4: You will be directed to the **Course Registration Management** page for your course.

This page has many features to help manage your course:

- Access to the course presentations – click the course section titles
- The course registration status - should read In Progress
- Access to any attachments related to the course – click the document links
- Update/change the chosen credit type – choose from the drop down, and click button
- Archive the course - **Do Not Archive Courses**
- Withdraw from the course

The course sections will be listed in the **Course components** menu.

To access the assessment and/or evaluation and/or simply complete each section:

Click the **Manage** button next to each section

Course Registration Management

You have registered for a course:
[FDOH Sexual Harassment Awareness](#)
Registration Status: [In Progress](#)
Chosen Credit Type: Contact Hours: 1
To mark this course as "Completed" please click

Course components:

Tip: To sort by any column, click the column heading. Or use default order by [Display Order](#)

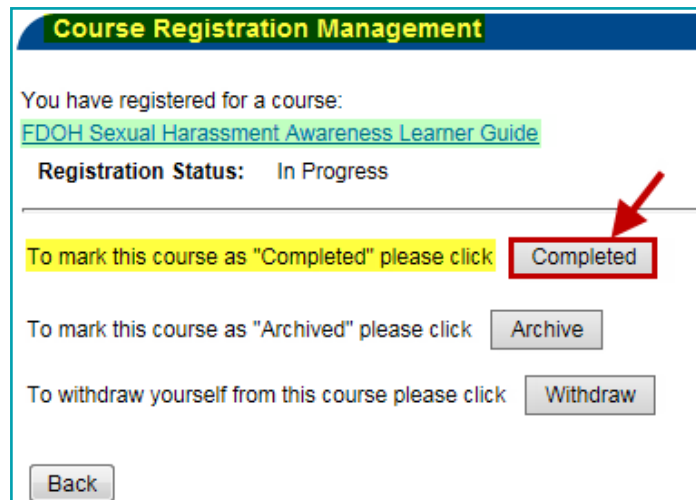
Course	Format	Status	Manage
FDOH Sexual Harassment Awareness Learner Guide	Web-based Training - Self-study	In Progress	<input type="button" value="M"/>
FDOH Sexual Harassment Awareness Section 1	Web-based Training - Self-study	In Progress	<input type="button" value="M"/>
FDOH Sexual Harassment Awareness Section 2	Web-based Training - Self-study	In Progress	<input type="button" value="M"/>

Attachment:
[DOHP_60-35.pdf](#)
If you would like to change credit type please select and click
To mark this course as "Completed" please click
To mark this course as "Archived" please click
To withdraw yourself from this course please click

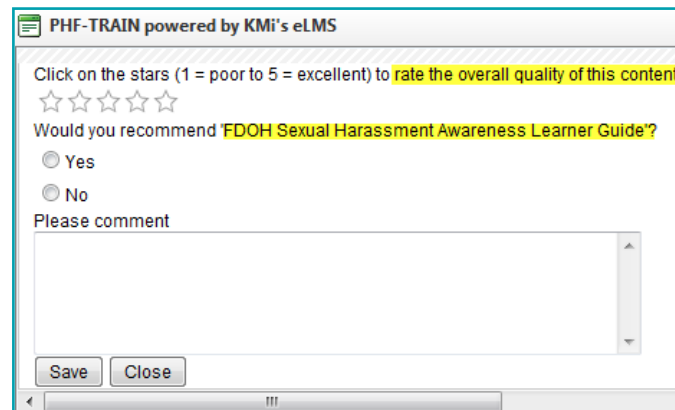
NOTE: You must mark **ALL** sections, no matter the formatting (presentation, document, live event) as complete to fully complete the course.

Steps for completing sections with no assessment or evaluation:

1. The Course Registration Management page will refresh to show the page for the section.
2. Click the **Completed** button.



You may be prompted, to rate the course section.
This is an optional feature and may not be assigned to every course section.
You may choose to rate the section and click **Save**, or click **Close** to continue.



3. The Course Registration Management page for the section will refresh.

The Registration Status should show **Completed**.
You will be prompted to enter a grade for the section.

If there is not an assessment assigned to the section, there is no grade to enter.

Click the **Back** button to continue.



Course Registration Management

[FDOH Sexual Harassment Awareness Learner Guide](#)

Registration Status: Completed

You have successfully completed this course. The course completion record can be found in your **TRAIN Transcript** under the **My Learning** section of the homepage **Dashboard**.

If you know your grade please enter it here:

Points:

Percentage: %

←

Step 5: You will be directed back to the **Course Registration Management** page for the course.

The first section of the course components menu should now read **Completed**.

Click on the **Manage** button for the next section in the menu.

Course Registration Management

You have registered for a course:

[FDOH Sexual Harassment Awareness](#)

Registration Status: In Progress

Chosen Credit Type: Contact Hours: 1

To mark this course as "Completed" please click

Course components:

Tip: To sort by any column, click the column heading. Or use default order by [Display Order](#)

Course	Format	Status	Manage
FDOH Sexual Harassment Awareness Learner Guide	Web-based Training - Self-study	Completed	<input type="button" value="M"/>
FDOH Sexual Harassment Awareness Section 1	Web-based Training - Self-study	In Progress	<input type="button" value="M"/> ←
FDOH Sexual Harassment Awareness Section 2	Web-based Training - Self-study	In Progress	<input type="button" value="M"/>

Attachment:
[DOHP 60-35.pdf](#)

If you would like to change credit type please select --Select-- and click

To mark this course as "Completed" please click

To mark this course as "Archived" please click

To withdraw yourself from this course please click

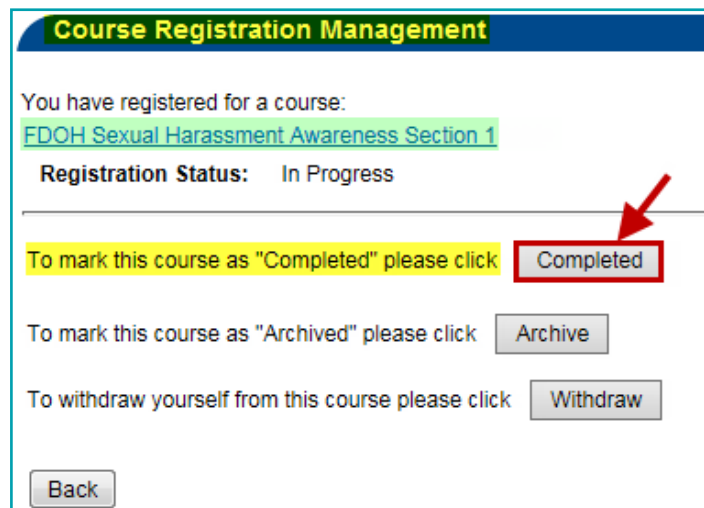


NOTE: If all of the course sections do not have an assessment and/or evaluation, this does not mean the course has no assessment and/or evaluation.

See [Step 6](#) for instructions regarding accessing the assessment and/or evaluation for courses with no section assessments.

Steps for completing sections with an assessment and/or evaluation:

1. The Course Registration Management page will refresh to show the page for the section.
2. Click the **Completed** button.



Course Registration Management

You have registered for a course:
[FDOH Sexual Harassment Awareness Section 1](#)

Registration Status: In Progress

To mark this course as "Completed" please click **Completed**

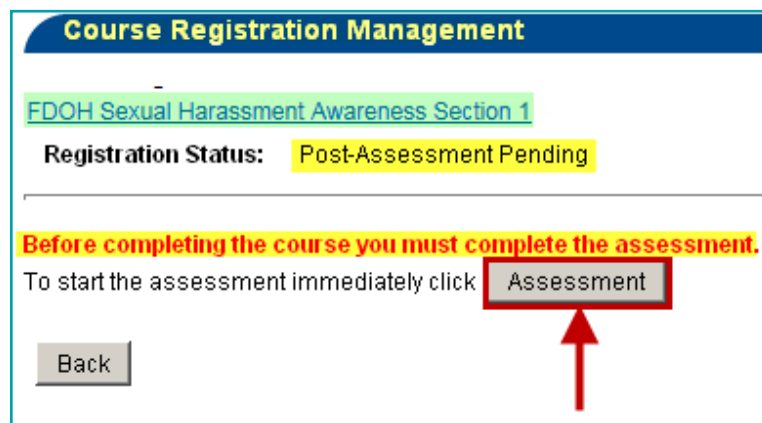
To mark this course as "Archived" please click

To withdraw yourself from this course please click

3. The Course Registration Management page for the section will refresh.

The Registration Status for the section should show **Post-Assessment Pending**.

The **Assessment** button will become available.



Course Registration Management

[FDOH Sexual Harassment Awareness Section 1](#)

Registration Status: **Post-Assessment Pending**

Before completing the course you must complete the assessment.

To start the assessment immediately click **Assessment**

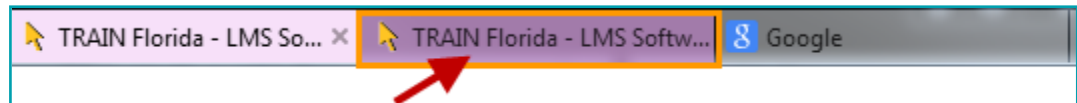
To access the section assessment – Click the **Assessment** button.



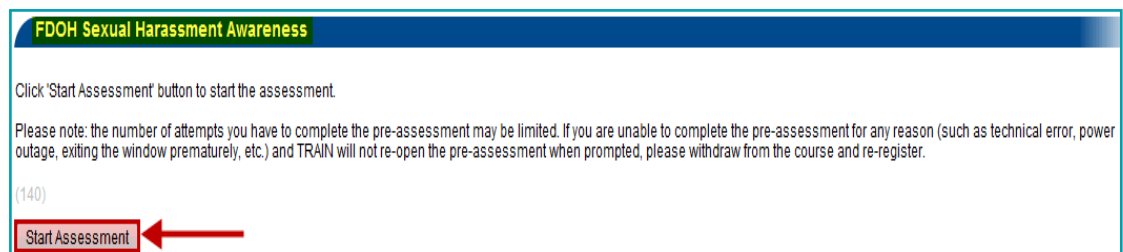
- The assessment will open in a new browser window ** and you will be re-directed to the **Assessment** page for your course.

**** If the assessment appears not to have opened** and you encounter a page stating "Thank you for taking the course [course title] post-assessment." **the assessment window has opened behind this page.**

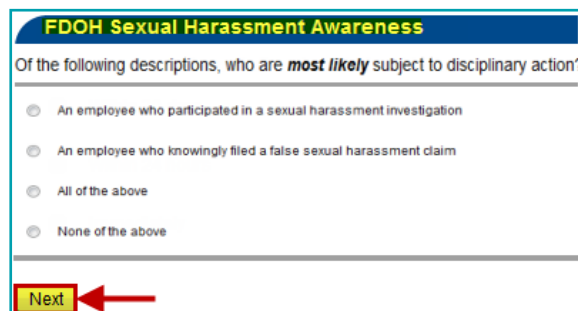
Look at the browser tabs at the top of the page, and click on the second one labeled *TRAIN Florida – LMS Software*. This will bring the assessment window forward.



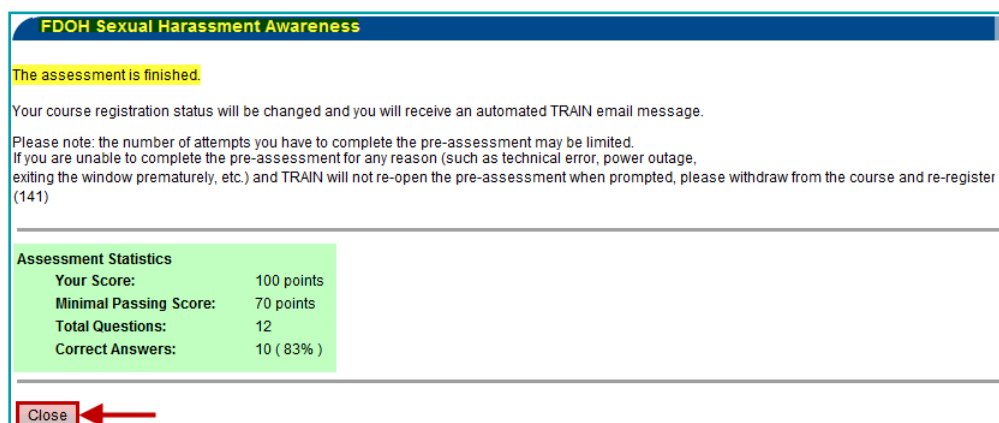
To begin the section assessment - click on the **Start Assessment** button.



- Answer the **section assessment questions**, as they are presented. Click the **Next** button after each one.



- Once you have completed the assessment, your score, and pass/fail information will be presented. Keep a record of your score. Click the **Close** button – the window will close.



- The **post-course screen** will show, thanking you for completing the section assessment. Click the **indicated link**.

Thank you for taking the course **FDOH Sexual Harassment Awareness Section 1** post-assessment.

Please click **HERE** to return to the previous page.

- You will be directed back to the **Course Registration Management** page for the section. The section Registration Status should now read **Completed**.

Course Registration Management

FDOH Sexual Harassment Awareness Section 1
Registration Status: Completed
To view your post-assessment results please click: FDOH Sexual Harassment Awareness Section 1 (Passed)

You have successfully completed this course. Please note that it will no longer be visible in the 'My Learning' section. It will now be listed in the 'Transcript' section with all other completed courses. This 'Transcript' section is located on the 'Home' tab.

Back

Click the **Back** button.

- You will be directed back to the **Course Registration Management** page for the course.

Course Registration Management

FDOH Sexual Harassment Awareness
Registration Status: Completed
Chosen Credit Type: Contact Hours: 1

Course components:
Tip: To sort by any column, click the column heading. Or use default order by [Display Order](#)

Course	Format	Status	Manage
FDOH Sexual Harassment Awareness Learner Guide	Web-based Training - Self-study	Completed	M
FDOH Sexual Harassment Awareness Section 1	Web-based Training - Self-study	Completed	M
FDOH Sexual Harassment Awareness Section 2	Web-based Training - Self-study	Completed	M

Attachment:
DOHP_60-35-09_Sexual-Harassment.pdf
You have successfully completed this course. Please note that it will no longer be visible in the 'My Learning' section. It will now be listed in the 'Transcript' section with all other completed courses. This 'Transcript' section is located on the 'Home' tab.

If you know your grade please enter it here:
Points:
Percentage: %

You need to take an evaluation.
To start evaluation click

You must complete and pass all section assessments to fully complete the course.

Once all sections are completed the course Registration Status should read **Completed**.

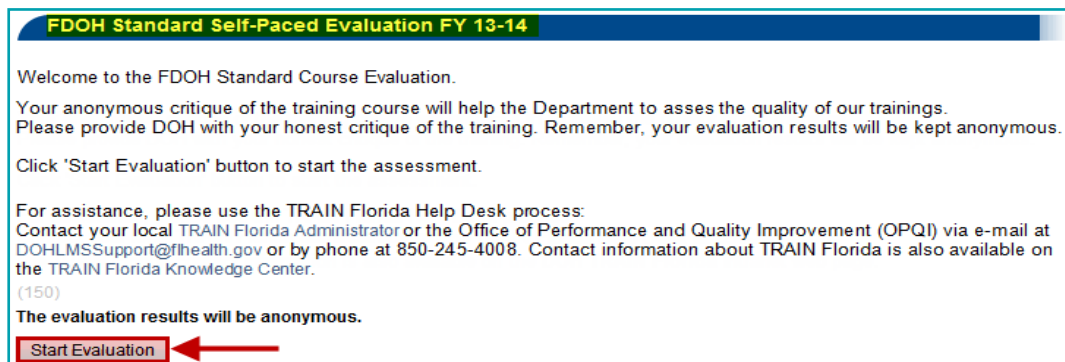
The page will now have a section for you to enter your grade for the course as a whole.
Enter an average grade for your course based on your section assessment scores.
Click the **Submit** button to save the grade.

If an evaluation has been assigned to the course – the **Evaluation** button will be available. You must complete an assigned evaluation to fully complete the course.

To access the Course Evaluation - Click on the **Evaluation** button.

10. The Course Evaluation page will open in a new browser window.
The evaluation is anonymous and not scored, but **must be completed** in order to fully complete your course, and have it reflect on your transcript.

To begin the evaluation - Click the **Start Evaluation** button.



FDOH Standard Self-Paced Evaluation FY 13-14

Welcome to the FDOH Standard Course Evaluation.

Your anonymous critique of the training course will help the Department to assess the quality of our trainings. Please provide DOH with your honest critique of the training. Remember, your evaluation results will be kept anonymous.

Click 'Start Evaluation' button to start the assessment.

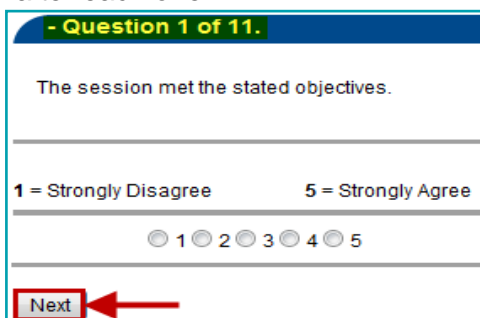
For assistance, please use the TRAIN Florida Help Desk process:
Contact your local TRAIN Florida Administrator or the Office of Performance and Quality Improvement (OPQI) via e-mail at DOHLMSSupport@flhealth.gov or by phone at 850-245-4008. Contact information about TRAIN Florida is also available on the TRAIN Florida Knowledge Center.

(150)

The evaluation results will be anonymous.

Start Evaluation

11. Answer the **course evaluation questions**, as they are presented.
Click the **Next** button after each one.



- Question 1 of 11.

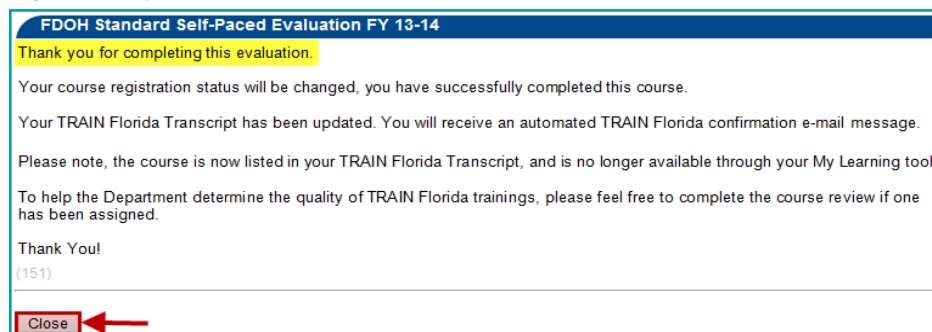
The session met the stated objectives.

1 = Strongly Disagree 5 = Strongly Agree

1 2 3 4 5

Next

12. After you complete the evaluation – Click the **Close** button – the window will close.



FDOH Standard Self-Paced Evaluation FY 13-14

Thank you for completing this evaluation.

Your course registration status will be changed, you have successfully completed this course.

Your TRAIN Florida Transcript has been updated. You will receive an automated TRAIN Florida confirmation e-mail message.

Please note, the course is now listed in your TRAIN Florida Transcript, and is no longer available through your My Learning tool.

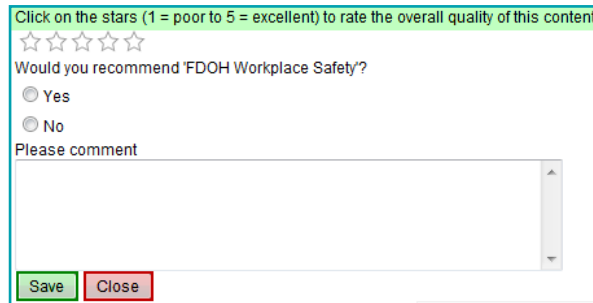
To help the Department determine the quality of TRAIN Florida trainings, please feel free to complete the course review if one has been assigned.

Thank You!

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Close

- The TRAIN Florida page may now show a **course rating** tool.
Rate the course on content presented – leave a comment - Click the **Save** button



Click on the stars (1 = poor to 5 = excellent) to rate the overall quality of this content

☆☆☆☆☆

Would you recommend 'FDOH Workplace Safety'?

☐ Yes

☐ No

Please comment

You will be directed back to the **Course Registration Management** page for the course.
The Registration status will read Completed.

You have successfully completed a BLS course with assigned section assessments

Step 6: Accessing the assessment and/or evaluation for courses with no section assessments

Not all BLS courses in TRAIN Florida have sections with assessments. Some are designed with one assigned assessment and/or evaluation covering all sections of the course.

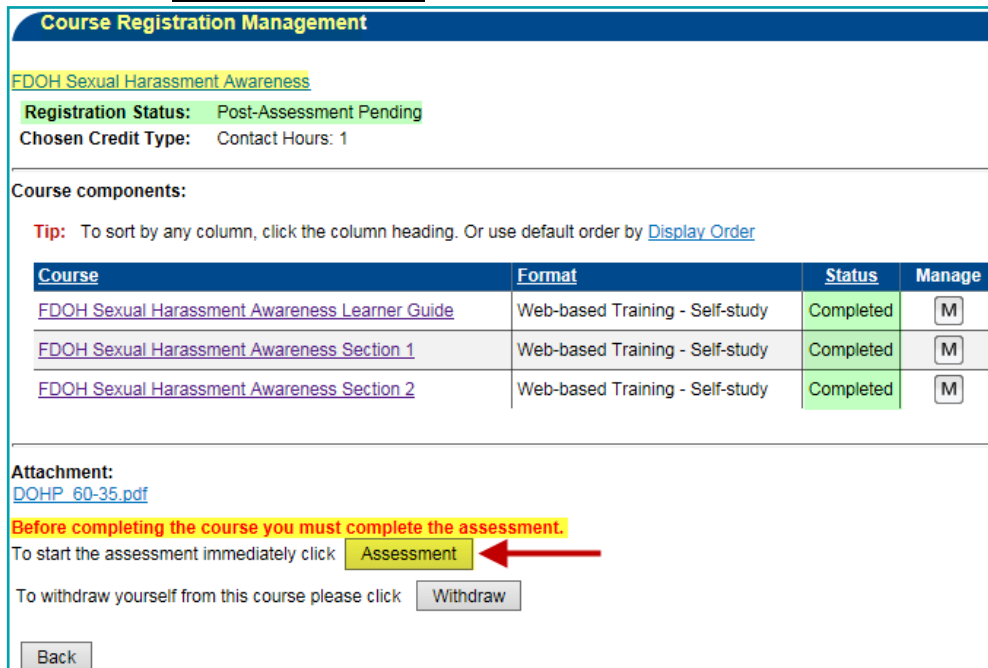
Complete **all** of the course sections per [Steps 4.1 - 4.3](#) in this document.

You will be returned to the **Course Registration Management** page for the course.

The Registration Status for the course should read **Post-Assessment Pending**.

The **Assessment** button will be available.

- To access the course assessment – Click the **Assessment** button.



Course Registration Management

FDOH Sexual Harassment Awareness

Registration Status: Post-Assessment Pending

Chosen Credit Type: Contact Hours: 1


Course components:

Tip: To sort by any column, click the column heading. Or use default order by [Display Order](#)

Course	Format	Status	Manage
FDOH Sexual Harassment Awareness Learner Guide	Web-based Training - Self-study	Completed	<input type="button" value="M"/>
FDOH Sexual Harassment Awareness Section 1	Web-based Training - Self-study	Completed	<input type="button" value="M"/>
FDOH Sexual Harassment Awareness Section 2	Web-based Training - Self-study	Completed	<input type="button" value="M"/>

Attachment:
[DOHP 60-35.pdf](#)

Before completing the course you must complete the assessment.

To start the assessment immediately click 

To withdraw yourself from this course please click



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- The course assessment will open in a new browser window.

Complete **the assessment** per [Steps 5.4 – 5.6](#) in this document.

- If an evaluation has been assigned it should open immediately after you complete the assessment, in the same browser window.

Complete **the evaluation** per [Steps 5.10 – 5.13](#) in this document.

- From the **post-course screen** – Click the **indicated link**.

Thank you for taking the course **FDOH Sexual Harassment Awareness Section 1** post-assessment.

Please click [HERE](#) to return to the previous page.

You will be returned to the **Course Registration Management** page for the course.

Course Registration Management

FDOH Sexual Harassment Awareness

Registration Status: Completed

Chosen Credit Type: Contact Hours: 1

To view your post-assessment results please click: [FDOH Sexual Harassment Awareness \(Passed\)](#)

Course components:

Tip: To sort by any column, click the column heading. Or use default order by [Display Order](#)

Course	Format	Status	Manage
FDOH Sexual Harassment Awareness Learner Guide	Web-based Training - Self-study	Completed	<input type="button" value="M"/>
FDOH Sexual Harassment Awareness Section 1	Web-based Training - Self-study	Completed	<input type="button" value="M"/>
FDOH Sexual Harassment Awareness Section 2	Web-based Training - Self-study	Completed	<input type="button" value="M"/>

Attachment:
[DOHP_60-35.pdf](#)

You have successfully completed this course. The course completion record can be found in your **TRAIN Transcript** under the **My Learning** section of the homepage **Dashboard**.

The page will reflect your registration status as Completed, and gives you a link to your post-assessment results if you would like to review your answers.

You have successfully completed a BLS course with a single assigned assessment/evaluation

The completed course information will now be available on your TRAIN Transcript. For details on how to manage your transcript please use this guide [How to Manage My TRAIN Florida Transcript](#).

If the course offers a certificate of completion it will now be available in the My Certificates tool, of your Dashboard. For details please use this guide [Where are My Training Certificates?](#)

If you have any questions or concerns regarding the completion of BLS courses in TRAIN Florida, please contact your [Local TRAIN Florida Administrator](#).

